



TOWNSHIP OF PEQUANNOCK
BOARD OF EDUCATION

**WORKSHOP MEETING MINUTES
OCTOBER 5, 2020**

CALL TO ORDER

The October 5, 2020 Workshop Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order in the Pequannock High School Media Center, 85 Sunset Road, Pompton Plains, NJ 07444 with remote access for the public due to the public health-related school closure, at 7:02 pm by Joseph Blumert, Board President. The following statement of compliance with the Open Public Meetings Act was read:

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the Daily Record and the Suburban Trends, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

ROLL CALL

PRESENT: Mr. Joseph Blumert Mr. Sam Cirese Ms. Megan Dempsey
 Ms. Danielle Esposito Mr. Greg MacSweeney Mr. Richard Prezioso
 Mrs. Cara Shenton Mr. Brian Senyk Mr. Leonard Smith

ALSO PRESENT: Michael Portas, Superintendent
 Sallyann McCarty, School Business Administrator/Board Secretary
 Anthony Sciarriello, Esq., Board Attorney

The official minutes of the Pequannock Township Board of Education will indicate that Mr. Leonard Smith abstains from voting on any resolution regarding the Superintendent and any employee who directly or indirectly supervises Mr. Smith's family member who serves as the basis for this conflict as well as any resolution that concerns any aspect of the terms and conditions of employment of Mr. Smith's family member.

FLAG SALUTE

Board President Report – Joseph Blumert

Extended condolences to the Hollberg Family for their loss. Congratulated Dr. Winning on her retirement. Commented that the success of Phase II of the reopening plan takes the cooperation of the entire community.

Superintendent Report - Michael Portas

Announced activities for the Week of Respect. Extended his condolences to the Hollberg Family. Wished Dr. Winning all the best in her retirement. Reported on Graduates and Pathways.

OPEN TO PUBLIC AGENDA ITEMS ONLY

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on **any agenda item** during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Please state your name and sign in before you begin.

None

APPROVAL OF ACTION ITEMS

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mrs. Cara Shenton, Chair

- PMC-61-21 Acceptance of Reports - 2020-2021 School Year
- PMC-62-21 Acceptance of Resignation for the Purpose of Retirement
- PMC-63-21 Accept Resignations - 2020-2021 School Year
- PMC-64-21 Approval of Appointments - 2020-2021 School Year
- PMC-65-21 Approval of Child Care Leaves of Absence under Families First Coronavirus Response Act (“FFCRA”) - 2020-2021 School Year

RESOLUTION NO. PMC-61-21
ACCEPTANCE OF REPORTS

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following reports:

- Enrollment Report
- Suspension Report

Motion by: Shenton	Second by: Ciresi	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-62-21
ACCEPTANCE OF RESIGNATION FOR THE PURPOSE OF RETIREMENT

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following resignation for the purpose of retirement:

NAME	POSITION	EFFECTIVE DATE
Winning, Rosalie	Assistant Superintendent of Schools Pequannock Township School District	12/31/2020

Motion by: Shenton	Second by: Ciresi	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-63-21
ACCEPT RESIGNATIONS - 2020-2021 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following resignations:

NAME	ASSIGNMENT	EFFECTIVE DATE
O’Brien, Alexa	.7 Special Education Aide Stephen J. Gerace School	10/2/2020
Zerener, Meghan	.68 Special Education Aide/Office Aide Pequannock Township High School	10/2/2020

Motion by: Shenton	Second by: Ciresi	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-64-21
APPROVAL OF APPOINTMENTS - 2020-2021 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following personnel in the Pequannock Township School District, **pending full satisfaction of requisite New Jersey Department of Education and District employment criteria and results from post-offer physical and drug-test as per Policies 3160 & 4160:

NAME	POSITION	EFFECTIVE DATES	SALARY
O'Brien, Alexa	Leave Replacement - English Teacher Pequannock Township High School	10/5/2020 to on or before 10/15/2020	\$200/day
Zerener, Meghan	Leave Replacement - English Teacher Pequannock Township High School	10/5/2020 to on or before 10/15/2020	\$200/day

Motion by: Shenton	Second by: Ciresi	Roll Call Vote: 9-0-0
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RESOLUTION NO. PMC-65-21
APPROVAL OF CHILD CARE LEAVE OF ABSENCE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT ("FFCRA") - 2020-2021 SCHOOL YEAR

RESOLVED, that the Board, upon recommendation of the Superintendent, hereby approves the child care leave of absence of Employee #5089 ("Employee") commencing on September 25, 2020 and extending through October 8, 2020. Such child care leave is taken pursuant to the Families First Coronavirus Response Act ("FFCRA"), as the child is under the age of 18 and the child's school and/or childcare provider is closed or unavailable due to COVID-19. Employee shall be entitled to 2/3rds of the employee's regular rate of pay, up to \$200.00 per day, for such period of leave. At the employee's option, the employee may elect to utilize any accumulated personal, vacation, or other qualifying leave during this period in order to receive full pay.

RESOLVED, that the Board, upon recommendation of the Superintendent, hereby approves a child care leave of absence of Employee #5089 ("Employee") commencing on October 9, 2020 and extending through December 17, 2020. Such child care leave is taken pursuant to the Families First Coronavirus Response Act ("FFCRA"), as the child is under the age of 18 and the child's school and/or childcare provider is closed or unavailable due to COVID-19. Employee shall be entitled to 2/3rds of the employee's regular rate of pay, up to \$200.00 per day and \$10,000 in the aggregate, for such period of leave. At the employee's option, the employee may elect to utilize any accumulated personal, vacation, or other qualifying leave during this period in order to receive full pay.

RESOLVED, that the employee shall return to work on December 18, 2020.

Motion by: Shenton	Second by: Ciresi	Roll Call Vote: 9-0-0
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WORKSHOP DISCUSSION ITEMS

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mrs. Cara Shenton, Chair

Discussion:

Next Steps and Reopening Plan Revisions

Mr. Portas indicated that the reopening plan is in a Google presentation, with live updates. The Township Health Officer provides data that helps drive revisions to the plan. The Board discussed criteria to open the cafeterias and how the week will flow when school expands to four days.

Evaluation Updates

The Administrative Team uses the Danielson model for teacher evaluations. The State wants the second evaluation done in person.

Strategic Plan (2021-2026)

Mr. Portas will contact School Boards for their recommendations. A Google sheet will be linked to the website to allow for live updates.

District PPE Developer Role

A staff member will be designated to track/order PPE for the district.

Action Items for the October 19, 2020 Regular Business Meeting:

PMC-66-21

PMC-xx-21 Approval to Rescind Extra-Curricular Stipend Positions - 2020-2021 School Year (PMC-224-20)

PMC-xx-21 Approval to Amend Extra-Curricular Stipend Positions - 2020-2021 School Year (PMC-224-20)

PMC-xx-21 Approval of Extra-Curricular Stipend Positions - 2020-2021 School Year

RESOLUTION NO. PMC-xx-21

APPROVAL TO RESCIND EXTRA-CURRICULAR STIPEND POSITIONS - 2020-2021 SCHOOL YEAR (PMC-224-20)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to rescind the following stipends for the 2020-2021 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association

Stephen J. Gerace

NAME	ASSIGNMENT	STIPEND
XXX	Computer Club 5	\$1,126

RESOLUTION NO. PMC-xx-21

APPROVAL TO AMEND EXTRA-CURRICULAR STIPEND POSITIONS - 2020-2021 SCHOOL YEAR (PMC-224-20)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to amend the following stipends for the 2020-2021 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association:

Pequannock Township High School

NAME	ASSIGNMENT	STIPEND
XXX	Biology League Co-Advisor	\$578
XXX	Biology League Co-Advisor	\$578
XXX	Gay Straight Alliance Co-Advisor	\$867
XXX	Gay Straight Alliance Co-Advisor	\$278
XXX	Photography Advisor	\$578
XXX	Interact Club Advisor	\$607

RESOLUTION NO. PMC-xx-21

APPROVAL OF EXTRA-CURRICULAR STIPEND POSITIONS - 2020-2021 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following stipends for the 2020-2021 school year, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

Stephen J. Gerace School

NAME	ASSIGNMENT	STIPEND
XXX	Computer Club 5	\$1,126

CURRICULUM, INSTRUCTION AND SPECIAL SERVICES

Mr. Richard Prezioso, Chair

Discussion:

Diversity and Inclusion Committee

Dr. Sheridan and Ms. Thomas discussed the establishment of a committee to foster a more inclusive staff environment.

Gifted and Talented Updates

Ms. Bernadino and Ms. Thomas reviewed legislation from the State regarding the Gifted and Talented Education Act.

Action Items for the October 19, 2020 Regular Business Meeting:

- CIS-26-21
- CIS-xx-21 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses
- CIS-xx-21 Approval of Student Teacher/Practicum Placements
- CIS-xx-21 Approval of Title I Tutoring Facilitators
- CIS-xx-21 Approval of District Mentors for the 2020-2021 School Year

RESOLUTION NO. CIS-xx-21

APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES

WHEREAS, the attendance at stated functions was previously approved by the Superintendent of Schools, as work related and within the scope of the work responsibilities of the attendees and the school district’s professional development plan; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions will be in compliance with state travel payment guidelines established by the Department of Treasury and the Federal Office of Management and Budget;

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, that the Pequannock Township Board of Education approves these attendances; and

THEREFORE, BE IT FURTHER RESOLVED, that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines. These are “not-to-exceed” amounts:

DATE(S)	EMPLOYEE/ BOARD MEMBER	CONFERENCE/ WORKSHOP LOCATION	REGISTRA- TION	TRAVEL	SUB COST	ESTIMATED TOTAL EXPENSE

RESOLUTION NO. CIS-xx-21

APPROVAL OF STUDENT TEACHER/PRACTICUM PLACEMENTS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the placement of practicum and student teachers in the district for the 2020-2021 school year as follows:

RESOLUTION NO. CIS-xx-21
APPROVAL OF TITLE I TUTORING FACILITATORS

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves Title I Tutoring Facilitators for the 2020-2021 school year to take place at Pequannock Township High School, Pequannock Valley School, Hillview School, and S.J. Gerace School before or after regular school hours, at \$30 per 30 minute session or \$90 per 90 minute evening session for Language Arts and Math. Funding for this program is provided through Elementary and Secondary Schools Act (ESSA) Title I funds.

NAMES		
XXX	XXX	XXX
XXX	XXX	XXX

RESOLUTION NO. CIS-xx-21
APPROVAL OF DISTRICT MENTORS FOR THE 2020-2021 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following teachers as part of the New Staff and/or Novice Provisional Teacher Program and mentors as assigned for the 2020-2021 school year.

<u>MENTEE</u>	<u>TYPE/CERTIFICATE</u>	<u>MENTOR</u>	<u>SCHOOL</u>
XXX	Informal	XXX	PTHS

FINANCE, FACILITIES, AND ATHLETICS

Ms. Danielle Esposito, Chair

Discussion:

Storage solutions

Storage containers will be rented for each building to help create more classroom space for social distancing.

Fall sports update

Mr. Hayzler, Mr. Silipena, and Mr. Portas will meet with students to discuss ticketing and health and safety measures for attendance at sporting events.

Action Items for the October 19, 2020 Regular Business Meeting:

- FFA-40-21
- FFA-xx-21 Transfer of Funds for August 2020
- FFA-xx-21 Payment of Bills - September 22, 2020 to October 19, 2020
- FFA-xx-21 Approval of Financial Reports/Monthly Certification for August 2020
- FFA-xx-21 Monthly Reports from School and Programs July 2020 and August 2020
- FFA-xx-21 Approval to Accept Donations to the Pequannock Township School District
- FFA-xx-21 Declaration of Obsolete Equipment
- FFA-xx-21 Approval of Parental Transportation Contracts for the 2020-2021 School Year
- FFA-xx-21 Approval of 2020-2021 Comprehensive Maintenance Plan Report and Annual Maintenance Budget Worksheet (Form M-1)

RESOLUTION NO. FFA-40-21

TRANSFER OF FUNDS FOR AUGUST 2020

RESOLVED, that the Board of Education approves the transfer of funds within the 2020-2021 budget from August 1, 2020 through August 31, 2020 in accordance with the attached list, which shall become a part of the record.

RESOLUTION NO. FFA-xx-21

PAYMENT OF BILLS – SEPTEMBER 22, 2020 TO OCTOBER 19, 2020

RESOLVED, that the Board of Education approves the Bills List, from September 22, 2020 to October 19, 2020, submitted by the School Business Administrator/Board Secretary, as attached:

FUND	AMOUNT
General Funds 10, 20, 40	
Capital Projects Fund 30	
Food Service Fund 6x	

RESOLUTION NO. FFA-xx-21

APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR AUGUST 2020

RESOLVED, that the Board of Education approves the attached Board Secretary’s and Treasurer’s Monthly Financial Reports for August 2020.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of August 2020, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1; therefore be it

RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education does certify that as of August 2020, the Board Secretary's Monthly Financial Report, did not reflect an over expenditure in any Major Account or Fund, and based on the Appropriation Balances reflected on this report and on the advice of District Officials, that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

RESOLUTION NO. FFA-xx-21
MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS FOR JULY 2020 AND AUGUST 2020

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of July 2020 and August 2020 for the High School Activities Account, the High School Interscholastic Athletic Account, and the Pequannock Valley School Student Activities Account.

RESOLUTION NO. FFA-xx-21
APPROVAL TO ACCEPT DONATIONS TO THE PEQUANNOCK TOWNSHIP SCHOOL DISTRICT

RESOLVED, that the Board of Education, in accordance with Policy 7230 and upon recommendation of the Superintendent, accepts the following donations to the Pequannock Township School District.

DONATION	TO	DONATED BY

RESOLUTION NO. FFA-xx-21
DECLARATION OF OBSOLETE EQUIPMENT

RESOLVED, that the Board of Education, authorizes the School Business Administrator/Board Secretary to declare the following items to be obsolete and to dispose of them as deemed appropriate (see attachment).

RESOLUTION NO. FFA-xx-21
APPROVAL OF PARENTAL TRANSPORTATION CONTRACTS FOR THE 2020-2021 SCHOOL YEAR

RESOLVED, that the Board of Education, upon recommendation of the Superintendent and the School Business Administrator, approves the following parental transportation contracts for the 2020-2021 school year as follows:

ROUTE #	STUDENT #	DESTINATION	EFFECTIVE DATES	COST TO DISTRICT
OK-20-21	700096	New Beginnings	9/1/2020-6/30/2021	\$2,532.60

RESOLUTION NO. FFA-xx-21
APPROVAL OF 2020-2021 COMPREHENSIVE MAINTENANCE PLAN REPORT AND ANNUAL MAINTENANCE BUDGET WORKSHEET (FORM M-1)

RESOLVED, that the Board of Education certifies that the district's required maintenance activities are reasonable to keep its school facilities open and safe for use; and approves the submission of the Comprehensive Maintenance Plan Report for the years 2018-2019 through 2020-2021 and Annual Maintenance Budget Worksheet (Form M-1) as per attachments.

POLICY

Ms. Megan Dempsey, Chair

Discussion:

New policies

The Board reviewed Bylaw 0155.01 Board Member Participation at Board Meetings Using Electronic Device and the optional language provided by Mr. Sciarrillo.

Board member remote participation policy

Discussion of Policy 1648.03 Restart and Recovery Plan – Full Remote Instruction included the use of the cafeterias.

Action Items for the October 19, 2020 Regular Business Meeting:

P-08-21

P-xx-21 Approval of New and Revised Board Policies and Regulations for Second Reading and Adoption

P-xx-21 Approval of New and Revised Board Policies and Regulations for First Reading

RESOLUTION NO. P-xx-21

APPROVAL OF NEW AND REVISED BOARD POLICIES AND REGULATIONS FOR SECOND READING AND ADOPTION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the new and revised Board policies and regulations as listed for second reading and adoption:

MANUAL SECTION	POLICY/REGULATION(R)
<i>Program</i>	2414 - Programs for Students at Risk
<i>Students</i>	5519R- Dating Violence at Schools
	5752 - Marital Status and Pregnancy
<i>Property</i>	7422R - School Integrated Pest Management Plan
	7432R - Eye Protection Practices
<i>Operations</i>	8505 - Wellness Policy/Nutrient Standards for Meals and Other Foods
<i>Community</i>	9713 - Recruitment by Special Interest Groups

RESOLUTION NO. P-xx-21

APPROVAL OF NEW AND REVISED BOARD POLICIES AND REGULATIONS FOR FIRST READING

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the new and revised Board policies and regulations as listed for first reading:

MANUAL SECTION	POLICY/REGULATION(R)
<i>Bylaws</i>	0155.01 - Board Member Participation at Board Meetings Using Electronic Device
<i>Administration</i>	1648.03 - Restart and Recovery Plan - Full-Time Remote Instruction
<i>Students</i>	5519 - Dating Violence at School
<i>Property</i>	7432 - Eye Protection

OPEN TO PUBLIC ANY TOPIC

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any topic during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Please state your name and sign in before you begin.

- Renee Blustein of Pompton Plains inquired if the elementary students are required to move to four days, instead of two days, in the second stage of the reopening plan. She asked if the boilers have been evaluated.
- Amy Ferranti of Pompton Plains thanked the Board for listening to the parents’ concerns. She asked what the start date would be for the four day a week plan.
- Melissa Stelmasik of Pompton Plains expressed concern regarding the ventilation systems in the schools, especially if the reopening plan moves to four days. She asked if the Principals would remind parents to wear masks at pick up time. She commented that the Band Competition was top notch. She thanked Mr. Fredericks for a successful SEPAC meeting.

Mr. Portas responded to all questions and concerns: Recommended that parents speak to building principals regarding students continuing remote learning. Reported that boilers have been tested. Acknowledged positive comments from parents. Reported that ventilation systems are being cleaned on a regular basis. Expressed disappointment that parents are not wearing masks on school property. Commended Mr. Fredericks for a successful SEPAC meeting and announced upcoming Parent University dates of October 15 and November 19. Responded that there is no date just yet for the four day a week plan, however is will be announced soon.

OLD BUSINESS

None

NEW BUSINESS

Mr. Smith asked if the public would be able to attend Board Meetings in person. A discussion ensued as to how this could be accomplished safely and fairly given capacity limits. It was suggested that the cafeteria would be a viable space, that the public could sign up in advance to attend, and that Zoom would remain an option for public attendance.

BOARD MEMBER ANNOUNCEMENTS

Mrs. Dempsey attended the Morris County School Boards meeting with Mr. Portas. She announced that mandatory training will not be offered at the virtual workshop. Mr. Prezioso, SEPAC liaison, attended the presentation and commented that SEPAC has grown since he began attending the meetings. He attended Girls Varsity Soccer Senior Night and remarked that it was great event.

ADJOURNMENT OF PUBLIC MEETING

Motion by: Smith	Second by: Esposito	Voice Vote: 9-0-0	Time: 8:23 pm
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Respectfully,

Sallyann McCarty
Board Secretary

FUTURE PUBLIC BOARD MEETINGS

October 19, 2020	Regular Business Meeting	7:00 pm	PTHS
November 9, 2020	Workshop Meeting	7:00 pm	PTHS